

# THE TAU BETA PI ASSOCIATION

## REPORT OF EXPENSES AND REQUEST FOR REIMBURSEMENT

NOTE: Please attach paid bills whenever possible.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Chapter visit to \_\_\_\_\_ on \_\_\_\_\_

☐ Convention ☐ June Meeting

☐ Other meeting \_\_\_\_\_

TRAVEL EXPENSES: From: \_\_\_\_\_ To: \_\_\_\_\_

Date \_\_\_\_\_

Travel by ☐ Air ☐ Used World Ventures (do not list amount) \$ \_\_\_\_\_

☐ Car \_\_\_\_\_ miles @ \_\_\_\_\_ ¢ per mile \_\_\_\_\_

Tolls \_\_\_\_\_ Parking \_\_\_\_\_

Lodging/Hotel charges \_\_\_\_\_

Meals/Food charges \_\_\_\_\_

Other (Tips, etc.) (Please detail below) \_\_\_\_\_

### NON-TRAVEL EXPENSES:

Dates and Purpose \_\_\_\_\_

Postage/Phone \_\_\_\_\_

Copies/Newsletter \_\_\_\_\_

Other (Please detail below) \_\_\_\_\_

TOTAL OF EXPENSES: \$ \_\_\_\_\_

Treasurer of the Association: Please reimburse me for the total amount reported above.

District \_\_\_\_\_

Signed \_\_\_\_\_

For HQ use: Dr account **EC - 11** \_\_\_\_\_

Address \_\_\_\_\_

Reference: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_